

## Permittee Web Interface Business Rules

### Required Actions:

1. State/City: We would like all the state fillable text boxes to consist of dropdown menus with the 2 letter abbreviation for all states in the US. Depending on what state is selected, determines the city fillable dropdown menus.
2. County: We would like all the county fillable text boxes to consist of dropdown menus with the list of all the counties in Idaho.
3. Phone Number: We would like all phone number text boxes to only include 9 digits identified as \_\_\_\_-\_\_\_\_-\_\_\_\_.
4. Dates: All dates should be consistent by either being identified as (MM/DD/YYYY) or by inserting a calendar and the permittee selects days on the calendar.
5. All screens, except for the log in screen, should include a:
  - a. "Home" button, which takes the user back to the original screen or after login, if a logged in permittee
  - b. "Back" button, which takes the user to the previously-viewed screen,
  - c. "Save" button, which allows the user to save the completed information,
  - d. "Contact Us" button, which takes the user to the DEQ IPDES home webpage that include basic program contact information, and
  - e. "Report an Environmental Concern" button, which is a link that will take users to the external DEQ website.
6. All latitude and longitude boxes should be in a fillable format of degrees, minutes, and seconds (DD\_MM\_SS).
7. There needs to be a message when users attempt to complete/submit a page and the all of the required information has not been completed. For example, this could be a message to the user and the areas of inadequate information would be highlighted in red.
8. All screens include space at the top, where dropdown/accordion style menus will later be developed for screen searching options.

### Items to consider when developing the Permittee web application

1. Yes/No checkboxes: We will need to use checkboxes for yes/no items. Depending on the yes or no that is selected, the corresponding information that needs to be completed appears. For other items with more than two choices, we may want to consider a dropdown menu.
2. DEQ encourages the contractor to identify any applications that may function more efficiently or effectively than those identified by DEQ in the draft mockups (e.g. use of checkboxes, radio buttons, select buttons, dropdowns, greying out of boxes, screens appearing based on checkbox selections, etc.). However, the contractor must receive DEQ approval prior to implementing different applications.

### IPDES Permittee Log in, Create an Account, and Account Settings

A permittee will go to the Idaho DEQ IPDES website where they will find a log in link where they can log in to the CRIPS Permittee interface. Upon clicking on the link to the log-in, a screen will appear that provides the user with two options (1) log in and (2) create a new account.

#### *Create an Account*

<b><i>Mockup Screen Associated with this task</i></b>
Permittee create a new account screen
Permittee created account log in

Every permittee submitting electronic applications/reports will need to create an account.

For those who click on create a new account checkbox, the screen will consist of creating a username and password, security questions, individual's contact information, and the legal entity information (this represents the information for a corporation, municipality, or other organization that owns or operates one or more facilities regulated under the IPDES program). The legal entity text box will consist of a dropdown menu, of existing legal entities. If the permittee's legal entity is not listed then they can enter a new legal entity. Once the legal entity information is completed on this screen, it will automatically populate the legal entity text boxes on the following screen: Register a new facility or update facility information. In addition, the legal entity information will auto-populate the legal entity portion on the general facility contact screen. Once an applicant/permittee has submitted their new account information, a notification is sent to the DEQ Staff (Ester/Troy) for access approval. An email by DEQ staff will be sent to the new user indicating they can log in. The applicant/permittee can then log in and follow the same process for someone logging in as noted in the Log In section below.

#### *Log In*

<b><i>Mockup Screens Associated with these tasks</i></b>
Permittee create an account log in screen
Permittee log in screen
Permittee log in security questions screen

For those who click on the log in option, the next screen will require they provide their username and password. After they complete this screen they will need to answer the security questions screen. Upon answering the security questions the Permittee home page will appear which consists of the following items: the Permittee Column on the left and a Permit Application Directory in the center of the screen. Here permittees can manage their facilities by applying for a new permit, renew an existing permit, submit annual reports, and/or request variances/waivers and other items.

#### *Account Settings*

<b><i>Mockup Screens Associated with these tasks</i></b>
Permittee account settings
Permittee signatory acct settings
Permittee acct settings edit name and facility
Permittee account settings change log in password
Permittee account settings change security question
Permittee signatory access screen
Permittee signatory app submittal

The account settings function is located in the permittee column as well as in the Permit Application Directory. There are two account setting options. The first is for the signatory/designated representative and the second account setting option is for non-signatory facility staff who have been granted access to enter permit information, but cannot submit information to DEQ.

#### *Signatory Account Settings Menu*

The signatory/designated representative has the following options: Edit name and/or associated facility information; change log in password; change security questions; manage who has access to facility information; and submit permit application and other required information.

#### *Applicant/Permittee Account Settings Menu*

The account settings option for all other permittee users will consist of the following: Edit name and/or associated facility; change log in password; change security questions.

DEQ staff (Ester/Troy) will approve the signatory/designated representative on the internal interface web application.

#### *Edit Name and/or Associated Facility, Change Log in Password*

The edit name and/or associated facility allow the individual to update the information identified in the Permittee Acct Settings Edit Name and Facility screen.

#### *Change Log in Password*

The Permittee Account Settings Change Log in Password screen requires that individuals provide their current password and their new password. After it's been submitted, then the permittee can go to the log in screen and log in with their new password.

#### *Change Security Questions*

The Permittee Account Settings Change Security Question screen needs to be developed as a placeholder until we get the CROMERR requirements implemented. This screen allows permittees to change all or any of the five security passwords that they have entered.

#### *Signatory Facility Access/Signatory Submittal of Documents to DEQ*

The signatory/designated representative (signatory) has two additional options under account settings; the first allows the signatory to allow individuals certain facility access. The second option allows the signatory to submit the permit application and other permit required information. Once the signatory presses the "submit application" button a notice is sent to the DEQ permit supervisor's home page on the internal interface web application.

When an individual creates an account and they are not a signatory, their name and associated facility will automatically appear under the signatory's manage facility access screen. The signatory must determine facility access for the individual seeking permission for the associated facility. Once the signatory has selected the facility staff's facility access, an email will be sent to the facility staff informing her/him of their new/updated access.

#### **New/Update General Facility Information**

*The new/update general facility information screens need to be completed before an individual can begin a new application. This will allow the facility information to auto-populate from the permittee register new facility/permittee update facility screens into the permittee application contact info screen.*

<b><i>Mockup Screens Associated with these tasks</i></b>
Permittee register new facility
Permittee update facility

An applicant/permittee will complete this screen. The legal entity information on this screen will auto-populate from the legal entity information provided in the Create an Account screen. The operator, owner, and billing sections of the form allow the applicant/permittee to identify the contact information as distinct for each one, or the applicant/permittee can identify the contact information the same as already entered in the legal entity facility section, in which case the duplicative information would autofill, as appropriate.

#### **Permittee Column Information**

<b><i>Mockup Screens Associated with these tasks</i></b>
FINAL permittee information
Permittee annual report facility
Permittee annual report submittal

Permittee app report submittal results
Permittee PGP annual rep form
Permittee small dredge annual report
Permittee annual report submittal result
Permittee noncompliance reporting
Permittee 24 hour violation screen
Permittee 5 day written noncompliance
Permittee upset noncompliance reporting
Permittee sanitary sewer overflow reporting
Permittee other noncompliance reporting
Permittee noncompliance report results
Permittee notification letter submittal
Permittee notification letter submittal upload
Permittee notification letter submittal results
Permittee request for mixing zone
Permittee request for variances and waivers
Permittee request for variances and waivers Attachment A, B, C, D, E, F
Permittee variances and waiver results

Develop the skeleton

of the Final Permittee Information screen. Once an applicant/permittee is logged into their account they will see a Permittee Information column on the left side of the webpage with the following active links: Annual Report Submittal, Noncompliance Reporting, Notification Letter Submittal, Request for Mixing Zone, Request for Variance/Waiver, and Account Settings.

We would like the contractor to include place holders for the following items, which should be grayed out at this time: Application/Permit/NOI, Countdown timelines, Notice of Termination, Pay Your Bill, Pesticide General Permit Resources, Request for Water Quality Trading, Request for Small Vessel/Vessel GP.

#### *Annual Report*

When a permittee clicks on the annual report submittal column option, they will be provided with a list of all facilities for which they have previously registered, and they will need to identify the IPDES/NPDES facility associated with the annual report they are submitting. The next screen that appears will be the list of nine options. The CAAP Facility Annual Report, Drinking Water Facility Annual Report, Industrial Facility Annual Report, Pretreatment Program Annual Report, Municipal Separate Storm Sewer System (MS4), POTW/TWTDs Annual Report, and other (Annual Reporting Information) options allow the permittee to click on the specific annual report and upload multiple files. When a permittee selects the Pesticide General Permit (PGP) Annual Report (form) the next screen that appears will be the PGP form. Similarly, when the Small Suction Dredge Annual Report (form) link is selected, the small suction dredge form appears as the next screen. When the individual submits the report it will send an email to the signatory letting them know they need to log in and complete the steps for official submittal to DEQ. If the signatory is the person that completes/uploads the annual report(s), then they submit the documents directly to DEQ. Once the documents have been submitted a notification will appear on the CIE staff's internal interface home page.

#### *Pesticide General Permit Annual Report*

This form needs to be developed so that if the permittee answers "no" to the first question in the Pesticide Discharge Evaluation Worksheet preparer section then the permittee is prohibited from completing the remaining section of the form (e.g. it becomes grey out or it doesn't even appear unless the permittee selects "yes") and automatically goes to the annual report preparer information/submittal process.

However, if the permittee answers “yes” to the first question in this section then they will need to complete the remainder of the report form.

#### *Noncompliance Reporting*

The noncompliance reporting screen identifies five reporting options. The 24 hour noncompliance reporting screen identifies very specific information that must be completed. The appropriate information input on this screen will auto-populate when the permittee completes the 5 day written report. Upon submittal of any noncompliance reporting, a submittal notification is provided to the user, and a notice will go to the CIE staff’s internal web interface application.

#### *Notification Submittal*

When a permittee selects the notification submittal option from the permittee column information, the first notification submittal screen will include a list of the facility name, IPDES/NPDES number, and the type of permit associated with that permittee. The permittee will then select the appropriate facility/permit number. The next screen consists of four notification submittal options which include: Quality Assurance Project Plan; Emergency Response and Public Notification Plan; Operations & Maintenance Plan; and Compliance Schedule Task. The permittee will select the appropriate notification option and then upload the file(s) and submit. Upon submittal of the documents, a message is displayed indicating the document was not submitted to DEQ, but is awaiting final submission by the signatory. An email is sent to the signatory informing them of the need to officially submit the document to DEQ. A notification is sent to the CIE staff’s internal interface home page after the document submittal.

#### *Request for Mixing Zone*

This screen will include a link to the pdf of which can be completed and submitted to DEQ. Upon submittal of the document, a notification will be sent to the “Summary Table: Requests for Mixing Zones, Variances/Waivers, WQ Trading, NOTs, Other screen” on the Internal Permit Home screen.

#### *Request for Variance and Waivers*

If a permittee is seeking a variance or waiver they will need to complete the Permittee Request Variance and Waivers Screen. As a permittee completes this screen, they may need to complete one or more of the Variance/Waivers Attachments A-F based on the completed checklist listed under “Reasons for Variances/Waivers.” Upon submittal of the documents, a message is displayed indicating the document was not submitted to DEQ, but is awaiting final submission by the signatory. An email is sent to the signatory informing them of the need to officially submit the document to DEQ. A notice will be sent to the “Summary Table: Requests for Mixing Zones, Variances/Waivers, WQ Trading, NOTs, Other screen” on the Internal Permit Home screen.

### **Permit Application Directory**

<b><i>Mockup Screen Associated with this task</i></b>
Permittee application question 1

Develop the permit application directory skeleton. The priority 1 improvements will be the only active links. They include the start a new application link, the add and/update facility information links, and the account settings link.

Ideally we would like the developer to complete Priority 2A-D improvements which include activating the following links: Resume your pending/unfinished application and upload additional permit information under the Applying for a New Permit section; all items under the Renewing an Existing Permit section (start your renewal application/resume your pending/unfinished renewal application/upload additional permit information); and all items under the Print Application section (Print your submitted application/View completed screens of application).

### **Permit Type**

<i>Mockup Screen Associated with this task</i>
Permittee application question 2

When an applicant is applying for a new permit they will select the start a new application and the next screen that appears is the permit type. The applicant at this point will need to identify if they are seeking an individual or a general permit. The project scope for Priority 1 and Priority 2A-D does not include general permits, therefore on this screen we would like both permits identified, but only the individual link will be active at this time. The general permit listed will be grayed out and will become active at a later date in the application development process.

### **Individual Permit Type**

<i>Mockup Screen Associated with this task</i>
Permittee application individual permit

Upon selecting the individual permit type in the previous screen titled “Permittee Application Question 2” the “Permittee Application Individual Permit” will appear with the list of individual permit types. All individual permit types should be identified on this screen; however only the drinking water facility, Publicly/Privatey Owned Treatment Works (POTW), the discharging TWTDS, and the non-discharging TWTDS screens will need to be active for Priority 1 development. The other individual permit types will need to be listed, but will remain grayed out until activated at a later date. The applicant will select the individual permit type and the next screen that appears regardless of the selected permit type is the “Permittee Application Contact Info” screen.

### **Legal Entity and General Facility Information**

<i>Mockup Screen Associated with this tasks</i>
Permittee application contact info

The legal entity, facility, operator, owner, and billing information in the “Permittee Application Contact Info” screen will auto-populate from the identical text boxes in the “Permittee Register New Facility” or the “Permittee Update Facility” screens.

When an applicant/permittee reaches the SIC Codes section on this screen, they need to identify themselves as one of the three options listed on this section. If the applicant/permittee identifies themselves as a POTW that accepts industrial waste or as an Industrial facility with SIC codes, then the SIC code dropdown function will become active.

The interactive map on this screen allows applicants/permittees to identify facility information. If the applicant/permittee chooses to upload a map instead of use the interactive map on this screen, they can do so. The map should be in Google Earth or another DEQ supported/usable application, in which applicants can place markers and labels to indicate the locations of facilities, activities, outfalls, etc.

### **Basic Application Information (all treatment works)**

<i>Mockup Screen Associated with this task</i>
Permittee application form 2A part A

The next screen that appears after completion of the General Facility information is the basic application information for all treatment works, “Permittee Application Form 2A Part A screen.” The collection system information table in the first section includes dropdown menus for the type of collection system

and the ownership type. The flow information on this screen should be identified in mgd. It should also be indicated that users must provide the population served, equivalent dwelling units, or both.

The next screen that automatically appears will be the “Permittee Ap Form 2A WW Discharge.”

### Wastewater Discharges

<b><i>Mockup Screen Associated with this task</i></b>
Permittee ap form 2A WW discharges

If the outfall has intermittent or periodic discharges as identified in the Description of Outfall section of this screen, then specific information must be completed. Please see notes on the screen regarding multi-select dropdown menus identified in this section. Under the Description of Receiving Waters section we need to provide a hyperlink to a description of what 1Q10 and 7Q10 mean. The Effluent Testing Information section of this screen must be completed for each outfall.

The last item on this screen asks the applicant/permittee to identify the associated facility activities by selecting the checkboxes that apply. There are specific screens associated with the activities selected that will automatically appear during the application process in the order they were selected on this page.

The following table identifies the different permit application options for the individual permit application process. The marked text boxes reflect those application screens that need to be completed depending on what checkboxes are marked at the end of the Wastewater Discharge screen.

<b><i>Application</i></b>	<b><i>WW Discharge</i></b>	<b><i>Facility flow is = or greater than 0.1 mgd</i></b>	<b><i>RCRA/CERCLA Waste</i></b>	<b><i>Combined Sewer System</i></b>	<b><i>Sewage Sludge</i></b>
Drinking Water Individual Permit Application					
Only 1 Option	X				
POTW greater than 0.1 mgd – Individual Permit Application Options					
Option 1	X	X	X		
Option 2	X	X	X	X	
Option 3	X	X	X	X	X
Option 4	X	X		X	
Option 5	X	X		X	X
Option 6	X	X			X
POTW					
Option 1	X		X		
Option 2	X		X	X	
Option 3	X		X	X	X
Option 4	X			X	
Option 5	X			X	X
Option 6	X				X
Non-discharging TWTDS					
Only 1 Option					X

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If no checkboxes outside the wastewater discharge screen were selected than the applicant/signatory has completed the application process for the drinking water individual permit. Upon submittal of the application, a message is displayed indicating the application was not submitted to DEQ, but is awaiting final submission by the signatory. An email is sent to the signatory informing them of the need to officially submit the document to DEQ. A notice is also sent to the “Summary Table: Requests for Mixing Zones, Variances/Waivers, WQ Trading, NOTs, Other screen” on the Internal Permit Home screen.

#### **Design Flow Greater Than or Equal to 0.1 MGD**

<b><i>Mockup Screen Associated with this task</i></b>
Permittee ap F 2A Part B

The interactive topographic map on this screen is the same map from the general information screen. The applicant can add additional items to the interactive map. The applicant can opt to upload a copy of the topo map instead of making additions to the existing interactive map on the screen (this option will probably be removed if the interactive map performs as we intend). The next screen must be the effluent testing data screen.

#### **Expanded Effluent Testing Data (1.0 mgd)**

<b><i>Mockup Screen Associated with this task</i></b>
Permittee ap F 2A Part D

This section will require that the contractor work very closely with the DEQ staff to make sure that all the necessary information is provided in this section. We need to provide pdf hyperlinks for the detailed instructions and pollutant tables.

If biomonitoring is required and the “yes” checkbox is selected then the next screen that will automatically appear will be the Toxicity Testing Data screen. If the “no” checkbox is marked than the next screen will consist of the (next) checkbox that was marked on the Wastewater Discharge screen.

#### **Toxicity Testing Data**

<b><i>Mockup Screen Associated with this task</i></b>
Permittee ap F 2A part E

This section will require that the contractor work very closely with the DEQ staff to make sure that all the necessary information is provided in this section. We need to provide pdf hyperlinks for the detailed instructions.

If no further boxes were checked in the basic application screen than the application process has been completed and the application can be submitted.

If other checkboxes on the basic application screen were selected then the next one in order will automatically appear as the next screen.

#### **Industrial User Discharges and RCRA/CERCLA Wastes**

<b><i>Mockup Screen Associated with this task</i></b>
Permittee ap F 2A part F



The significant industrial user information, industrial processes, principal product(s) and raw material(s), flow rate, and pretreatment standards section should be completed for each SIC code.

If the applicant is receiving waste from remedial activities and answers “yes” to the first question under the “CERCLA WW, RCRA Remediation /Corrective Action WW, and Other Remedial Activity WW” then they need to complete the remainder of this screen. However, if the applicant is not receiving waste from remedial activities and answers “no” to the first question under the “CERCLA WW, RCRA Remediation /Corrective Action WW, and Other Remedial Activity WW” then the next screen automatically appears. The next screen will either be the combined sewer or sewage sludge, depending on which checkboxes were marked on the wastewater discharge screen.

### **Combined Sewer System**

<b><i>Mockup Screen Associated with this task</i></b>
Permittee ap F 2A part G

The interactive map provided on the screen (the same map used for other portions of the application process) can be used to identify the specific items identified in the instructions or the applicant may choose to upload their own map identifying the specific items required.

The CSO description of Outfall information may auto-populate if that information has already been provided in other completed sections of the application process.

The interactive map at the bottom of this screen should be used to identify the locations on the map in addition to providing a narrative description.

### **Sewage Sludge**

<b><i>Mockup Screens Associated with these tasks</i></b>
Permittee app sewage form 2S part 1 and Part 2 sec A
Permittee app sewage form 2S part 1 intro continued
Permittee app sewage 3 form 2S part 2 sec B6
Permittee app sewage 4 form 2S part B sec B7, 8, 9
Permittee app sewage 5 form 2S part C land app
Permittee app sewage 6 form 2S part D surface disp
Permittee app sewage 7 form 2S P E incineration
Permittee app submittal result

There are seven screens for sewage sludge, however not all screens will need to be completed depending on the activities that occur for the specific facility seeking a permit.

The first sewage sludge screen (2S Part 1 and P2 sec A) specifically asks for sewage sludge amount (2<sup>nd</sup> item on the screen). When an applicant/permittee selects a checkbox from the list, the following information pops up (\_\_\_\_ dry metric tons) and will need to be populated before selecting another checkbox. All the activities that are selected on the sewage sludge amount list will have to be completed as part of the sewage sludge section of the application. The various sewage sludge sections will automatically appear in the order in which the respective checkboxes were selected.

The contractor and DEQ will work closely on identifying which sections of the sewage sludge screens are associated with the sewage sludge amount list on the first screen.

The vector attraction reduction checklist (item 3 of screen 1) can be a dropdown menu where the applicant/permittee can only select one option. This can be done for the various vector reduction checklists throughout the sewage sludge application screens.

The sewage application screens include several yes and no questions. Depending on the yes/no response certain information will be required to be completed.

The topographic map and line drawing section of the first sewage sludge screen will consist of the interactive map from the general information page. The link to the interactive map on this screen will only allow the applicant/permittee to add items.

The second sewage sludge screen (2S P1intro continued) will need to include a link to tables 1 and 3 from the 40CFR which is specifically mentioned under the Sewage Sludge Sent to Other Facilities section.

The third sewage sludge screen (2S Sec B6) will need to include hyperlinks to tables and instructions as noted in the notes in this section of the mockup. This screen is going to require that we develop a way to have the applicant/permittee answer the three questions in blue text in the last third of this mockup screen.

The fourth sewage sludge screen (2S Part B Sec B7 8 9) will need to include hyperlinks to tables and specific CFR sections as identified in the notes of this mockup.

The fifth sewage sludge screen (2S Part C Land App) is for Land Application which only needs to be completed if there is sewage sludge land application activities associated with the facility seeking a permit. We will need to work with the contractor on the first information text box on this screen. Under Identification of Land Application Site, the text box with red font will become a link to view a map with the land application site locations. The map would be identical to the map on the first page/screen of the sewage sludge application.

The sixth sewage sludge screen (2S Part D Surface Disp) is for sewage sludge surface disposal which only needs to be completed if there is surface disposal activities associated with the facility seeking a permit. Under the Information on Active Sewage Sludge Units, the text box with red font will become a link to view a map with the surface disposal sites. The map would be identical to the map on the first page/screen of the sewage sludge application.

The seventh sewage sludge screen (2S P E Incineration) is the sewage sludge incineration disposal which only needs to be completed if there is sewage sludge incineration activities associated with the facility seeking a permit. Under the Risk Specific Concentration for Chromium, include a hyperlink to the CFR sections identified.

Upon submittal of the application, a message is displayed indicating the application was not submitted to DEQ, but is awaiting final submission by the signatory. An email is sent to the signatory informing them of the need to officially submit the document to DEQ

### ***Priority 2A-D***

### **Permit Application Directory**

*Resume your new pending/unfinished application*

<b><i>Mockup Screen Associated with this task</i></b>
Permittee new permit restart unfinished app

When an applicant/permittee starts a new permit application and saves what they have completed without having finished the application, they can resume their application at a later date. This option allows the applicant/permittee to resume their application where they last left off in the process. So they will click on the resume your pending/unfinished application and the next screen will include a list of applications that are unfinished and can be resumed. Upon selecting the application, if there is more than one, the next screen will be the screen where you last entered information on the application.

*Submittal of Additional Application/Permit Information*

<b><i>Mockup Screen Associated with this task</i></b>
Permittee new permit restart unfinished app

If an application has been submitted and reviewed by DEQ permit staff and they have requested additional information. The applicant/permittee can select the link titled “Submittal of Additional Application/Permit Information” and the next screen that appears is a list of the specific facilities/permits associated with the individual. They select the specific facility/permit, upload the additional information and submit the information. Upon submittal of the information, a message is displayed indicating the information was not submitted to DEQ, but is awaiting final submission by the signatory. An email is sent to the signatory informing them of the need to officially submit the document to DEQ. A notification will then appear on the assigned permit writer’s home page on the internal interface application.

*Start Permit Renewal*

<b><i>Mockup Screen Associated with this task</i></b>
Permittee start renewal process

The permittee will click on this link on the permit application directory and the next screen will appear which includes the list of facilities/permit associated with the individual. They select the facility/permit number and the next screen displayed is the general facility information screen. The following screens that display will be those associated with that specific facility. Each screen will be in update mode (or grayed out) until it’s been updated or the individual can click on a checkbox on the far right side of the screen noting that nothing has changed on that screen.

Please note for an existing industrial storm water application the form for completion is different than what was originally submitted. The same applies for a MS4 permit renewal. These two items are not part of Priority 1 and Priority 2A-D, so they can be disregarded at this point.

*Resume Renewal Permit Application*

<b><i>Mockup Screen Associated with this task</i></b>
Permittee renewing an existing permit app

When a permit starts their permit renewal and saves what they have completed without having finished the renewal application, they can resume their application at a later date. This option allows the permittee to resume their application where they last left off in the process. So they will select the resume renewal permit application and the next screen will include a list of permits that have been started and can be resumed. Upon selecting the application, if there is more than one, the next screen will be the screen where the permittee last entered information on the application.

*Submittal of Additional Application/Permit Information*

<b><i>Mockup Screen Associated with this task</i></b>
Permittee upload add info

Permittee additional info submittal results
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If a permit renewal has been submitted and reviewed by DEQ permit staff and DEQ has requested additional information. The permittee can select the link titled “Submittal of Additional Application/Permit Information” and the next screen that appears is a list of the specific facilities/permits associated with the individual logged in. The individual will select the specific facility/permit, upload the additional information and submit the information. Upon submittal of the application, a message is displayed indicating the application was not submitted to DEQ, but is awaiting final submission by the signatory. An email is sent to the signatory informing them of the need to officially submit the document to DEQ. A notification will then appear on the assigned permit writer’s home page on the internal interface application.

*View Application*

<b><i>Mockup Screen Associated with this task</i></b>
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Permittee view application
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When an applicant/permittee wants to view the screens they have completed thus far they can go to the Permit Application Directory and select the “View input screens of completed application.” The next screen will consist of the “View Application” screen which will include a list of applications/permits that the individual can view. The applicant/permittee can select an application/permit and the specific completed screens for that application/permit will appear at the bottom of the page. The viewing of the completed application screens is in a non-editable, print preview format.

*Print Application*

<b><i>Mockup Screen Associated with this task</i></b>
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Permittee print application
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When an applicant/permittee wants to print the completed application/permit renewal they can go to the Permit Application Directory and select the “Print your submitted application.” The next screen will consist of the “Completed Application” screen which will include a list of applications/permits that have been completed and can be printed by the applicant/permittee. The applicant/permittee can select an application/permit and a pdf link will appear of which can be selected and it can be printed.